

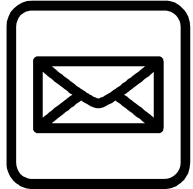
## PROGRAM ENROLLMENT - PLEASE READ CAREFULLY

The Parks & Recreation Department utilizes automated software for all program registrations and facility reservations, and offers a variety of registration methods for your convenience. Listed below are registration procedures to follow for persons who wish to sign up for activities listed in the current guide. In addition, some of our program partners will be handling their own registration and have provided instructions for enrolling in their programs separately. Please read the following instructions carefully and if you have any questions, please contact Parks & Recreation at (785) 309-5765.

### Five Convenient Methods To Register:



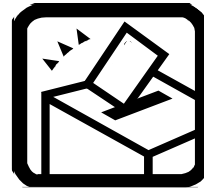
**Online**



**Mail-In**



**FAX-In**



**Drop-Box**



**Walk-In**

Fall Registration Begins Monday, August 9  
(Winter 2011 registration will begin November 8)

## Registration Procedures

(Does not apply to most Special Events and Drop-In Programs)

Registration for fall programs begins August 9, 2010. Unless otherwise noted, pre-registration is required for all programs. Most classes or leagues are limited in size so registrations/entries are accepted on a first-come, first-served basis. The Parks & Recreation Department reserves the right to cancel or combine any programs due to low enrollment. Participants are encouraged to sign up early to avoid the cancellation of programs. Unless otherwise indicated, telephone registrations are not accepted. Please use the following procedures to register:

- ♦ Complete your registration form in back of brochure, including waiting list preference, along with your signature. An unsigned form or incorrect payment information will delay the registration process.
- ♦ Make sure that all the requested program information, including mandatory course number, is provided for each class or activity you have selected. Incomplete or incorrect information may delay your registration.
- ♦ Age requirements for all activities will be strictly followed; grades shown are the grades currently enrolled in unless otherwise indicated. Program curricula are designed to be developmentally appropriate for the age(s) indicated in each class or activity; Parks & Recreation reserves the right to remove and/or transfer participants from programs when their age has been misrepresented.

## Online Registration

### **ENJOY THE CONVENIENCE AND EASE OF REGISTERING ONLINE FOR MANY OF OUR PROGRAMS!**

1. Find the activities you would like to register for in our current program guide (a percentage of spots will be made available for each class or activity opened to online registration).
2. Visit our website at [www.salina-ks.gov](http://www.salina-ks.gov), click the link to Register Online located on the Parks & Recreation page.
3. Choose your activity and click to register.
4. Complete the registration form, pay with a credit card and receive an instant e-mail confirmation of your enrollment.

**Note:** Not all programs are available for online registration. Please visit our website for specific program listings. Online registration is powered by Active.com. A small convenience fee is charged for each transaction. Processing fees through Active.com are non-refundable.

*The City of Salina does not discriminate against any person on the basis of race, color, national origin, age, or disability in the operation of any program, activity, or facility. Anyone who has questions, concerns, or suggestions regarding accessibility of City-sponsored programs or facilities may contact the Parks & Recreation*

# REGISTRATION INFO

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## **Mail-In:**

**Processed on date received, not by postmark date**  
Mail completed registration form with check, money order, or credit card information to:

**Salina Parks & Recreation Department  
300 W. Ash, Rm. #100, Salina, KS 67401**

## **Drop-Box:**

### **City of Salina Drop-Site**

Place completed registration form with check, money order, or credit card information in a sealed envelope marked "Parks & Recreation Registration;" put it in the City of Salina 24-hr. utility payment drop box located on the circle drive in front of the City-County Building, 300 W. Ash.

## **Fax-In:**

**(Credit Card Only)**

**Available 24 hours a day**

Fax completed registration form and credit card information to:

**Parks & Rec. Office—785 309-5769**

## **Walk-In:**

**Monday-Friday, 8:00am-5:00pm**

Bring completed registration form and payment to:

**Parks & Recreation Office  
Room #100, City-County Building  
300 W. Ash Street**

## **Payment Of Fees:**

Full payment of fees must be made at the time of registration. The City of Salina will accept cash, personal checks (must include driver's license information), money orders, and credit cards (MasterCard/VISA/Discover). The City will charge a \$30 service fee for all returned checks. *Checks should be made payable to: City of Salina.*

## **Waiting Lists:**

Waiting lists are created when we have more registrations for a program than we have space. You'll receive a call back only if a space becomes available. If you ask to add your name to a waiting list for a closed class, it will:

- ♦ Provide us with names and contact information in the event of a cancellation or in case a new class is added.
- ♦ Not limit you from registering for any other open classes.

If other programs are available, you also have the option of being contacted to consider additional choices. Please indicate on your registration form what your preference is regarding waiting list placement.

## **Confirmation:**

Once we have processed your registration, we will send you a receipt confirming classes in which you have enrolled. If we were unable to place you in a class, the fee for that class will be held on account until we can determine if there are any other class openings you would be interested in. Waiting list enrollees who can not be placed in any class(es) may designate their payment for a credit on their customer account or may also request a full refund at any time. All refunds will be made by City check so please allow two weeks for processing.

## **Refunds:**

For persons wishing to cancel their registration for any activity sponsored by our department, a full refund will be issued up to and including the first session of a class or program. Refund requests must be received by our office no later than the first week (or day) of the program. We will continue to issue full refunds if a class or activity is cancelled due to lack of participants and/or the day/time is changed so that a patron can no longer participate.

After the first session and up until the midway point of the program, persons who wish to cancel and seek a refund would only be eligible for a 50% refund. Once again, the refund requests must be received by our office no later than the midway point of the program.

Persons wishing to cancel and request a refund after the midway point of a program are not eligible for a refund.

**NOTE:** This refund policy does not apply to trips and tours, since there is a separate policy in place for our travel program.

## **Fee Waiver Policy:**

The Parks & Recreation Department does not deny anyone participation in recreation programs due to inability to pay. For persons who wish to seek assistance with the payment of fees, we are using income guidelines from the school lunch program. Through an application process, any members of a family eligible for free or reduced lunches may request help with the payment of fees. A household that qualifies for free lunches would be allowed \$30/person toward registration fees, and one that qualifies for reduced lunches would be allowed \$20/person toward registration fees. **Persons requesting assistance must fill out the application form and have it approved before signing up for programs.**

Persons receiving assistance are eligible for the approved allocation once per calendar year. Requests may be renewed any time after January 1.